



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN #239**  
Expired and Inactive Permits

DATE: June 2019/ *Revised December 2019*

CREATED BY: Plan Review

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**Purpose:**

As a customer service initiative, the Department created this Information Bulletin (*IB*) to inform our customers of the process for expired and inactive permits.

**Scope:**

Chapter 10 Building-Related Codes states that every permit application will expire after 180 days if not being actively pursued. In addition, an issued building permit will expire after 180 days if no proof of construction or work progress has been shown.

In order to help facilitate your project, our department may grant one or more 180-day extensions when you can provide a valid, justifiable reason for the permit application or issued permit suspension or abandonment.

Contractors who are registered with the City will be required to close or request an extension or completion to the permits with all applicable fees prior to renewing their registration. This process may require additional inspections prior to closing the permit.

Building permits are owned by either a homeowner or a licensed home builder. A homeowner will apply for a permit extension. A home builder will apply for a trade completion permit.

Trade permits (mechanical, electrical, plumbing, fire alarm, and fire sprinkler permits) are the property of the master of record holding the trade license. A trade permit must be extended by the original trade contractor under whose master license the original trade permit was pulled. If a new contractor is hired to complete the work of a former trade contractor, the new contractor is required to obtain a completion permit.

**Summary:**

This information bulletin is for informational purposes only.

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